

## Appendix 9: Transporting Children

Scottish Cycling appreciate that clubs could not operate without the goodwill of volunteers and parents ensuring that children are returned home or transported to training or competitions in a private car. Without this support some children would not be able to participate at all, and some competitions would not happen.

However, there is a need to ensure that consideration is given to ensuring the safety and wellbeing of both the child and driver (coach/volunteer) as there is in all club activities; this extends to the transportation of children.

If the club does take on responsibility for travel arrangements, a risk assessment should be undertaken including the following areas:

- All vehicles and drivers are correctly insured
- The driver has a valid and appropriate license
- All reasonable safety measures are available e.g. fitted, working seatbelts or booster seats
- There is an appropriate ratio of adults per child
- Drivers take adequate breaks
- If an adult is regularly transporting children on behalf of the club this may be regulated work with children as such it should be assessed whether or not this person requires a PVG check

### Volunteers Transporting Children Alone

Scottish Cycling strongly advises that coaches and volunteers do **not** take children on journeys in their car alone. If all alternatives have been exhausted and a coach/volunteer has to transport a child alone there are a number of safety measures that should be put in place to minimise the risk:

- Clubs should ensure that the driver as with all coaches/volunteers who have access to children in your organisation should have undergone a PVG check and the club should be satisfied that the information provided is satisfactory.
- Clubs should check that the driver has an appropriate and valid driving licence.
- Clubs should ensure that the driver has a vehicle that is fit for purpose, i.e. passed its MOT test and adequately insured.
- The driver should have emergency breakdown cover, access to a mobile phone and contact details for the parent/guardian of the children they are transporting.

- Parents/carers should be informed of the person who will be transporting their child, the reasons why and how long the journey will take.
- Children should wear an appropriate seatbelt that complies with current legislation, and be instructed to behave responsibly in vehicles at all times.
- Request parent/carer consent in advance and provide details of the journey.
- Take all reasonable safety measures e.g. children in the back seat, seatbelts worn.

When regular transportation is required, all the above points should apply and in addition:

- The driver should attempt to have more than one child in the car.
- When dropping children off after an event or training session, drivers should alternate which child is dropped off last. Ideally two children would be dropped off at an agreed point i.e. one of their family homes

#### Private Arrangements

Where parents agree among themselves to share transport for training or competitions this is a private arrangement between them. However if the club/coach/team manager makes the arrangements e.g. who will travel with whom, they (the club) may become liable in the event that something goes wrong if correct procedures haven't been followed.